**Early years Submission Review notes**

* As part of your bid, you must complete the form named “EYBid1 Project Concept May25” and include the completed form as part of your submission. This form can be completed electronically, and the electronic file must be named “EYBid1 Project Concept May23”
* Provide a statement which details the proposed works. The electronic file must be named “Statement of Proposed Works”
* Provide site plan (google map will suffice) The electronic file must be named “site plan”. You must tick the box on the pro forma to confirm that this is what you have provided for your Q2 response. Please indicate where on the site the works will be undertaken
* Provide existing building plan. The electronic file must be named “existing building plan” You must tick the box on the pro forma to confirm that this is what you have provided for your Q2 response.
* Provide proposed extension/ new building plan. The electronic file must be named “proposed works” You must tick the box on the pro forma to confirm that this is what you have provided for your Q2 response.

OR

* Provide an existing building plan which details the areas which will be impacted by the proposed works. For example how the building will be modified or refurbished. The electronic file must be named “Proposed internal Works” You must tick the box on the pro forma to confirm that this is what you have provided for your Q2 response.

OR

* Provide an existing area plan or photo’s which details the areas which will be impacted by the proposed works. For example, how the external area will be modified or refurbished. The electronic file must be named “Proposed internal Works” You must tick the box on the pro forma to confirm that this is what you have provided for your Q2 response.
* Provide an external area plan/photo’s showing areas which shall be refurbished or remodelled The electronic file must be named “Proposed internal Works” You must tick the box on the pro forma to confirm that this is what you have provided for your Q2 response.
* If your application has a value is under £50,000 then simple photographs or Google Maps printed and edited will be sufficient. We need to be able to understand the existing building and the proposed works. A Google map printed off with a square drawn on it then photographed will support the lower value applications. Photographs in bedded into word documents with arrows pointing the area to be altered will support our understanding of your proposed works.
* If your application has a value is over £50,000 then photographs or Google Maps printed and edited will be required. We need to be able to understand the existing building and the proposed works. A Google map printed off with a square drawn on it then photographed will support the lower value applications. Photographs in bedded into word documents with arrows pointing the area to be altered will support our understanding of your proposed works. Plans and elevations of your proposed works must be included as part of the Bid. All electronic files being appropriately named (e.g. “existing plan”, “existing elevations”, “proposed plan”, “proposed elevations” etc).
* Provide a programme of the works this can be a high level review suggesting when you intend to tender your works, when you intend the works to start and when you intend for the works to complete.
* Provide detail of how the works will be carried out. For example, should your provision remain open during the works, a statement will be required to confirm how health and safety of the occupants will be maintained. Occupants need to be protected from construction works including protected from dust and noise.
* Should your bid include an actual building expansion you will be required to provide a statement of how you intend to achieve Local Authority planning permission for your proposed works should this be required. Please also consider there will be costs associated to applying for Planning Consent.
* You will be required to provide a statement of how you intend to achieve Local Building Control sign off (including Local Fire Officer and how the design intends to consider accessibility for less able building users/ visitors) for your proposed works. Please do consider there will be costs associated to the application process for Building Control compliance
* You will be required to provide a statement of who will be appointed to manage the Health and Safety for your proposed Construction works under the Health and Safety Act [HSE: Information about health and safety at work](https://www.hse.gov.uk/index.htm).
* You will be required to provide a statement of how you intend to ensure Asbestos is identified and if, required removed as part of your proposed works.
* Provide quotes (ideally 2 or 3) that exactly match the scope of your proposed works. The electronic file must be named “Quote 1, Quote 2 Quote 3 etc. You should name one of your quotes as “Preferred Quote”
* Provide cost detail that considers a “contingency” amount as a percentage of the proposed works. This can be part of the “Preferred Quote” or a separate electronic document named “cost plan”
* Provide costs for any professional consultants who may be employed by you in the duration of the works such as Architects/ Surveyors/ Project Managers/ Planning Consultants